

ADMINISTRATIVE - INTERNAL USE ONLY

OP MEMORANDUM NO. 20-30-9

25 March 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: SIS Sabbatical Procedures

1. Sabbatical proposals will be prepared by the SIS officer making application for the sabbatical or the Career Service which is nominating the officer for a sabbatical. The proposal will include the purpose and nature of activity, duration, location, anticipated results for the employee and the Agency and costs associated with the sabbatical period (excluding Agency salary). The proposal will be concurred in by the Head of Career Service and forwarded to the Director of Personnel for policy and procedural review before submission to the DDCI for approval.

2. Subject to DDCI approval, an SIS Sabbatical Continued Service Agreement will be executed by the individual approved for sabbatical (copy attached).

3. During the sabbatical period, the officer will continue to be charged to component position ceiling and Career Service SIS ceiling. Components will also continue to pay the officer's Agency salary during the sabbatical period.

4. Non-salary sabbatical expenses will be charged to the DCI area SIS fan account, therefore, component B&F officers will forward obligating documents for sabbatical expenses such as travel, tuition, fees, etc. along with the DDCI sabbatical approval document to the DCI B&F officer citing the SIS fan account number.

[Redacted Signature Box]

✓ James N. Glerum
Director of Personnel

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Attachment

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